

January 12, 2004

QS50 (04-002)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)  
Working Meeting - November 12, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, November 12, 2003, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

**Opening Remarks (Nance Jo Ogozalek/ED33 Chairperson)**

- The Committee approved the minutes for the October 1, 2003 meeting. Cathy Miller noted that she made a change, for clarity, to the October 15, 2003 minutes – Jenny Holmes/QS50 made the change and re-posted the corrected minutes. The Committee also approved the minutes for the October 15th meeting.
- Nance Jo reported that a SHE Overview briefing for David King is scheduled for November 21, 2003.

**SHE Moment (Dennis Davis/QS50)**

Due to problems with opening the presentation charts, there was no safety moment for this meeting. Dennis promised to share the information at the next meeting.

**SHE Program Annual Plans (Nance Jo Ogozalek/ED33)**

Nance Jo informed the Committee that the annual SHE Program plans for 2002 and 2003 have not been formally completed, although we have continued to work the draft actions. Both plans should be approved soon and we should get on schedule with the 2004 plan. The Performance Evaluation Profile (PEP) survey generic issues will be added to the 2003 and 2004 plans. The charts, as changed by voting members, are attached as Enclosure 2.

**SHE Charter Change Proposal 2003-2 and 2003-3 (Nance Jo Ogozalek/ED33)**

The Committee discussed in detail proposed changes to the SHE Committee Charter. Proposal 2003-2 involved additions to the method of operations, specifically election of officers; Proposal 2003-3 incorporates restructuring the voting membership and updating subcommittees. Three of the changes were approved at the meeting as follows:

- ✓ The SHE Committee election is to be held in February and the newly elected officials will begin their term at the first meeting in April.
- ✓ Changes to the wording for 12e and 12f.
- ✓ Changes to the wording for 12a, 12b, and 12c.

Nance Jo stated she will email the document to the voting members and requested suggested changes be emailed to her.

Nance Jo announced that due to lack of time, discussions on the SHE 2003-3 Proposal will be continued at the next SHE Working Group meeting scheduled for December 17, 2003. Nance Jo requested all voting members review and provide her email comments prior to the next working group meeting.

**Subcommittee Reports**

Due to lack of time, no reports were presented.

**Hazardous Operations Directorates**

Due to lack of time, no reports were presented.

The next SHE Committee Meeting is scheduled for December 3, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.

*Original Signed by*

David J. Spacek  
Manager  
Industrial Safety Department

2 Enclosures

**Distribution:**

SHE Committee Members  
SHE Web Page

**ENCLOSURE 2**  
**SHE COMMITTEE STATUS REPORT**  
**November 12, 2003**

❖ **SHE Program Improvement Targets - Corrective Actions**

- **SHE-1.3A: MPG 8715.1 – First Draft Review Completed**  
**ECD for Directives Board: *11/17/2003***
- **SHE-1.8B:**  
**2002 Final Report – Reviewed by SHE Committee -**  
**Waiting for resolution of 2 versions of Report**  
**2003 Annual Plan – In Progress, ECD for review: *No date***
- **SHE-1.8C: PEP Survey Results –**  
**will be incorporated with PITA in 2004 Annual Plan ,**  
**ECD: *No date***
- **SHE-2.8A: Close call trending, HQ developing IRIS database,**  
**ECD: 04-30-04 for Phase III completion**
- **SHE-4.1B: Root Cause training – Supervisors may access accident**  
**investigations training videos from SHE library.**  
**Next MORT class in FY04 >> Closed**

# SHE COMMITTEE STATUS REPORT

November 12, 2003

## ❖ SHE Program Improvement Targets – Corrective Actions (continued)

- **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**

**SHE Committee recommends Directorates be responsible for taking actions on overdue items.**

=> not accepted at previous meetings since proposed in June 2003

=> **Assigned to Directorates with Hazardous Operations Ad Hoc Subcommittee**

>>>> **No resolution**

## ❖ Updates

- **VPP presentation to Dave King conducted October 21<sup>st</sup> – additional manpower resource estimates requested - Follow up presentation *not scheduled at this time.***
- **SHE Program Overview presentation to Dave King scheduled for November 21<sup>st</sup>**

# **SHE COMMITTEE STATUS REPORT**

**November 12, 2003**

## **❖ Future meeting schedule**

- **December 3 – Full Committee**
- **December 8 – MTM - tentative**
- **December 17 – Working Group**
- **January 12 – MTM - tentative**
- **January 14 – Working Group**
- **January 28 – Full Committee**

## **❖ New Business**

- **Meeting Minutes – October 1 & October 15**  
*October 1<sup>st</sup> minutes approved*  
*October 15<sup>th</sup> minutes approved with 1 change – approved version to be posted on SHE Committee web site*
- **SHE Proposal 2003 – 02 : Modify charter to specify elections**  
*Approved with changes*
- **SHE Proposal 2003 – 03 : Modify voting membership; update charter**  
*Proposal not approved; further discussion necessary*
- **Open Forum – SHE Committee operating process – not conducted**